

8/1/15

Bulletin No. 15-22

P-2160

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P-2160     Temporary I.D. Numbers

Individual I.D. numbers can be assigned to the head of household or individuals within the assistance group under specific circumstances.

- Newborns whose application for a Social Security Number has been completed but a number has not been issued.
- Reach Up cases where the head of household already has a Reach Up case in their own SSN and a separate caretaker case is needed.
- ABSP panels – before entering any ABSP panel, perform PERS D on the name of the absent parent to obtain an SSN. Only use a temporary number when the person is not known to ACCESS.
- Reach Up cases that have been approved under temporary absence rules, where a child is still receiving benefits with the parent/caretaker with whom they are no longer living, and the child is also receiving benefits with the person who is caring for them temporarily.

If a situation other than the above arises that may require a temporary I.D., consult with AOPs before entering the temporary I.D.

PERS D should also be used when adding new household members. If the individual is already known to ACCESS, use the I.D. (SSN), already assigned to that individual.

Whenever temporary numbers are used the person making such assignment shall record the names of the individuals to whom the numbers are assigned in the district number log.

If a temporary number is used, update it with the permanent Social Security number at the first opportunity.

Specific ranges of temporary I.D. numbers are assigned to various units, districts, and divisions through the Information Services Division (ISD). Numbers should not cross from one district to another. If more numbers are needed, email the Business Application Support Unit (BASU). The BASU will contact ISD, who will determine what numbers are available for distribution.